



Video Conference Scheduler

Basic User Instruction Set

Version 1.0

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## Log on to Renovo Video Scheduler

Start your web browser.

Type the URL <http://stagenet.nd.gov/VideoManager/> and enter (or save to your favorites for easy access).



The image shows a login page for Renovo Software. At the top, there is a logo consisting of a stylized 'R' inside a square, followed by the text 'RENOVO SOFTWARE'. Below this, the word 'LOGIN' is displayed in a large, bold font, followed by a vertical bar and the instruction 'provide your assigned username and password below'. There are two input fields: one for 'Username' and one for 'Password'. Below the password field is a button labeled 'login -->'. At the bottom right of the page, the copyright notice '©RENOVO SOFTWARE, INC 2005' is visible.

Enter your assigned Username and Password and then click login.

Next, your **My Calendar** page should be displayed.

## My Calendar

After logging into Renovo, the My Calendar Page is displayed. This page is the Renovo Scheduler home page. It displays a calendar that contains date, time, room, and video conference information. You can configure the My Calendar page using the **Edit Preferences** option on the left-hand side menu bar.

The screenshot displays the Renovo Video Scheduler Web Interface. At the top, a header bar shows "V 2.0 | RENOVO VIDEO SCHEDULER | WEB INTERFACE". Below this, the "MY CALENDAR" section is titled, followed by a note: "below is a snapshot of activity displayed as per the current user's Edit Preferences." A "create printable report" link and a printer icon are visible. The main calendar view is for "Friday, October 26, 2007". The calendar grid shows time slots from 8-9 to 4-5. The left sidebar contains a menu with categories: Home, MY PREFERENCES (including Edit Preferences), ADMIN, and REPORTS. The calendar grid lists various users and their scheduled activities, such as "ac1.jamestown - Jamestown", "adm1.minot - Minot Adult", "alc1.minot - Minot-Adult", "asoc1.bismarck - Asso", "asoc2.bismarck - Bismarck", "berg1.dickinson - Dicki", "Bismarck-St Alexius Te", "brin1.forttotten - Fort T", "bvse1.jamestown - Jan", "cc1a.grandforks - GF C", "cc1b.grandforks - GF C", "cc1c.grandforks - GF C", "cccc1.forttotten - Fort T", and "cch1.bismarck - Burleig".

	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5
ac1.jamestown - Jamestown									
adm1.minot - Minot Adult									
alc1.minot - Minot-Adult									
asoc1.bismarck - Asso									
asoc2.bismarck - Bismarck									
berg1.dickinson - Dicki									
Bismarck-St Alexius Te									
brin1.forttotten - Fort T									
bvse1.jamestown - Jan									
cc1a.grandforks - GF C									
cc1b.grandforks - GF C									
cc1c.grandforks - GF C									
cccc1.forttotten - Fort T									
cch1.bismarck - Burleig									

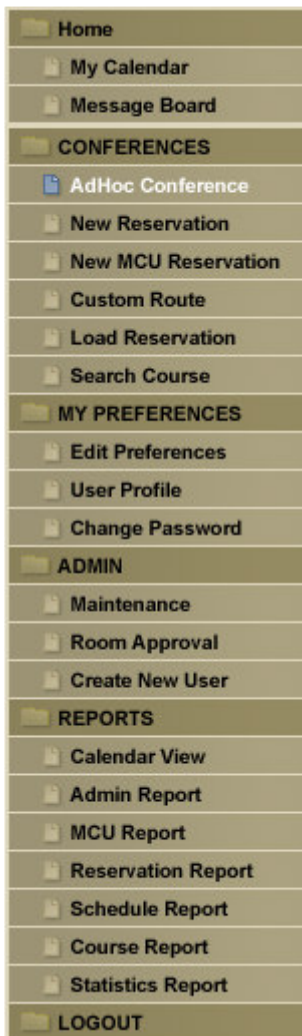
## Scheduling Point-to-Point calls

A Point-to-Point call is a video conference that involves only two endpoints. A Point-to-Point call is when one video endpoint calls another endpoint. In Renovo, these calls are scheduled using either the **AdHoc Conference** or the **New Reservation** features.

### AdHoc Conference

An AdHoc Conference is an impromptu point-to-point conference that needs to start immediately.

Click on the AdHoc Conference option on the left-hand menu bar.



After clicking the AdHoc Conference option, the following screen will display.

The screenshot displays the 'ADHOC CONFERENCE' configuration window. It is divided into two main sections: '1. Set a Duration' and '2. Select Rooms for Adhoc Conference'. In the first section, the 'Duration' is set to 05 minutes, the 'Title' is 'Adhoc Conference', and the 'Account' is 'H323 Account'. The second section features a table of available rooms with checkboxes for selection. Two rooms, 'itd2.bismarck' and 'itd3.bismarck', are selected. At the bottom, there is a 'Conference Network Parameters' section and a 'start' button.

Select	Displayed Id	Room Name	In Use	Room Group(s)
<input type="checkbox"/>	hs3.washburn	Washburn-HS GWN Office		Great Western
<input type="checkbox"/>	hs5.bismarck	Bismarck-Hughes Ed 708		Great Western
<input type="checkbox"/>	hs6.bismarck	Bismarck-Hughes Ed 601		Great Western
<input checked="" type="checkbox"/>	itd2.bismarck	Bismarck-DCN Basement		
<input checked="" type="checkbox"/>	itd3.bismarck	Bismarck-ITD Basement (Duane)		ITD
<input type="checkbox"/>	itdaocn.bismarck	Bismarck-ITD Assoc of Counties		ITD
<input type="checkbox"/>	itdcio.bismarck	CIO Conference		ITD
<input type="checkbox"/>	itddcncr.bismarck	DCN Bldg-Conf Room 1 (Upst...		State Misc,ITD
<input type="checkbox"/>	itdgfcap.bismarck	Bismarck-ITD Capitol Ground ...		ITD

Next, click the down arrow of **Duration** and select total minutes for conference.

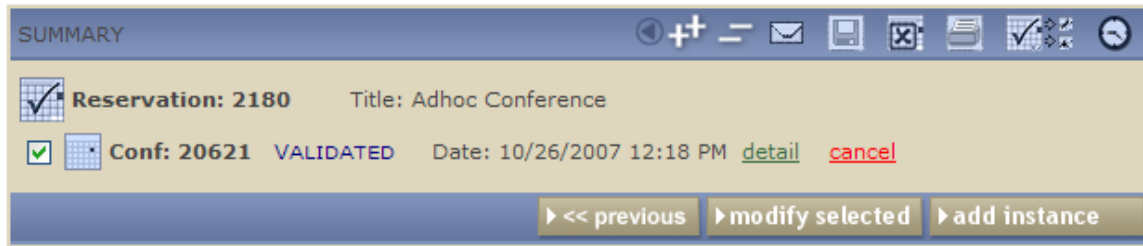
Then, enter a name for the conference at **Title**.

**Account:** **H323 Account** should be left at its default setting.

Next, put a checkmark beside the two rooms that you wish to participate in the AdHoc Conference.

Click the Start button in the lower right-hand corner of the screen.

A Reservation Summary page will then display.



The AdHoc Conference is automatically validated and starts immediately.

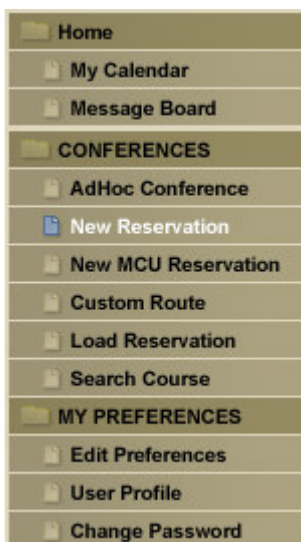
The process is complete.

**\*\*\* Note:** All point-to-point calls should be tested prior to use to ensure that administrative passwords for endpoints are configured properly within Renovo.

### New Reservation

A New Reservation is a point-to-point video conference that may be scheduled to start in the future and does not necessarily need to start immediately. A New Reservation may also be a reoccurring point-to-point conference as opposed to the AdHoc Conference which is a one-time event.

Click on the New Reservation option on the left-hand menu bar.



After clicking the New Reservation option, the following screen will display.

GENERAL INFORMATION

*Enter General Information*

Requested By | Stein, Barry ▼

Title

▶ *Additional Information*

▶ *Clearing House Parameters*

▶ next >> ▶ finish

Enter the name of the conference into the Title area and click next.

DATES

*Add a Conference Date*

(MM/dd/yyyy)

Start Date | 10/26/2007

Class Period | None ▼ search for available

(hh:mm a)

Start Time | 01 ▼ 49 ▼ PM ▼

End Time | 02 ▼ 04 ▼ PM ▼

Duration | 00 ▼ 15 ▼

▼ *Generate Recurrence*

☒ End After | 1 occurrences.

☐ End By | 10/26/2007

☒ Daily

☐ Weekly

☐ Monthly

☒ Every 1 day(s)

☐ Every weekday.

▶ generate

▶ *Additional Conference Parameters*

▶ add date ▶ modify date(s) ▶ delete date(s)

▶ << previous ▶ next >> ▶ finish

When the next screen displays, you will need to enter the Start Date, Start Time, End Time, and Duration.

Then click Add Date.



\*\*\* **Note:** If this conference is a reoccurring event, then click on the Generate Recurrence option and enter the recurring pattern for the video conference and click Generate. You do not need to click Add Date at this point because the Generate button has already added those dates.

Click Next.

The following screen will display.

Select	Displayed Id	Room Name	In Use	Room Group(s)
<input type="checkbox"/>	hs3.washburn	Washburn-HS GWN Office		Great Western
<input type="checkbox"/>	hs5.bismarck	Bismarck-Hughes Ed 708		Great Western
<input type="checkbox"/>	hs6.bismarck	Bismarck-Hughes Ed 601		Great Western
<input checked="" type="checkbox"/>	itd2.bismarck	Bismarck-DCN Basement		
<input checked="" type="checkbox"/>	itd3.bismarck	Bismarck-ITD Basement (Duane)		ITD
<input type="checkbox"/>	itdaocn.bismarck	Bismarck-ITD Assoc of Counties		ITD
<input type="checkbox"/>	itdcio.bismarck	CIO Conference		ITD
<input type="checkbox"/>	itddcncr.bismarck	DCN Bldg-Conf Room 1 (Upst...		State Misc,ITD
<input type="checkbox"/>	itdgfcap.bismarck	Bismarck-ITD Capitol Ground ...		ITD


Next, put a checkmark beside the two rooms that you wish to participate in the New Reservation point-to-point conference.

Click Finish.

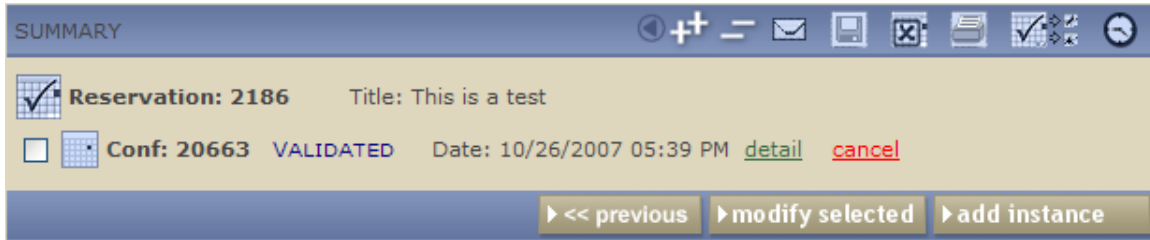
**Reservation: new** Title: This is a test

☒ **Conf: new REQUESTED** Date: 10/26/2007 05:39 PM [detail](#) [remove](#)

The Reservation Summary page is displayed. Conference status is requested.

Click the floppy disk icon  in the upper right-hand corner of the Reservation Summary. When the menu drops down, click Validate.

The validation process will then update the conference status from **Requested** to **Validated** and will also assign a reservation ID and a conference ID number.



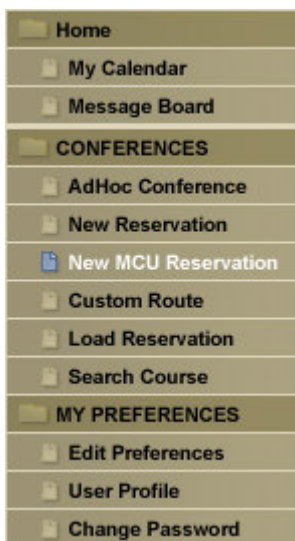
Process is complete.

\*\*\* **Note:** All point-to-point calls should be tested prior to use to ensure that administrative passwords for endpoints are configured properly within Renovo.

### New MCU Reservation

An MCU is a **M**ulti-point **C**ontrol **U**nit (also known as a bridge) and is necessary to make a multi-point call which is a call that involves three or more endpoints.

A multi-point call can be scheduled by clicking **New MCU Reservation** on the left-hand menu bar.



After clicking New MCU Reservation, the following screen will display.

The screenshot shows a web form titled "GENERAL INFORMATION" with a sub-header "Enter General Information". It includes a "Requested By" dropdown menu set to "Stein, Barry" and a "Title" text input field. Below these are two expandable sections: "Additional Information" and "Clearing House Parameters". At the bottom right, there are two buttons: "next >>" and "finish".

Enter a Title for the video conference and click next.

The screenshot shows a web form titled "DATES" with a sub-header "Add a Conference Date". It contains fields for "Start Date" (10/26/2007), "Class Period" (None), "Start Time" (05:27 PM), "End Time" (05:42 PM), and "Duration" (00:15). A "search for available" link is next to the Class Period dropdown. Below these is a "Generate Recurrence" section with radio buttons for "End After" (1 occurrence), "End By" (10/26/2007), "Daily", "Weekly", "Monthly", "Every 1 day(s)", and "Every weekday". A "generate" button is present. At the bottom, there are buttons for "add date", "modify date(s)", and "delete date(s)", followed by navigation buttons: "<< previous", "next >>", and "finish".

When the next screen displays, you will need to enter the Start Date, Start Time, End Time, and Duration.

Then click Add Date.

\*\*\* **Note:** If this conference is a reoccurring event, then click on the Generate Recurrence option and enter the recurring pattern for the video conference and click Generate. You do not need to click Add Date at this point because the Generate button has already added those dates.

Click Next.

The following screen will display.

ROOMS

Add Rooms To Conferences

Rooms: ▶ SEARCH

Select	Displayed Id	Room Name	In Use	Room Group(s)
<input type="checkbox"/>	hs3.washburn	Washburn-HS GWN Office		Great Western
<input type="checkbox"/>	hs5.bismarck	Bismarck-Hughes Ed 708		Great Western
<input type="checkbox"/>	hs6.bismarck	Bismarck-Hughes Ed 601		Great Western
<input checked="" type="checkbox"/>	itd2.bismarck	Bismarck-DCN Basement	in use	
<input checked="" type="checkbox"/>	itd3.bismarck	Bismarck-ITD Basement (Duane)	in use	ITD
<input type="checkbox"/>	itdaocn.bismarck	Bismarck-ITD Assoc of Counties		ITD
<input type="checkbox"/>	itdcio.bismarck	CIO Conference		ITD
<input type="checkbox"/>	itddncr.bismarck	DCN Bldg-Conf Room 1 (Upst...		State Misc,ITD
<input type="checkbox"/>	itdgfcap.bismarck	Bismarck-ITD Capitol Ground ...		ITD

▶ Conference Network Parameters

▶ Room Network Parameters

▶ << previous    ▶ next >>    ▶ finish

Next, put a checkmark beside all of the rooms that you wish to participate in the New MCU Reservation.

Click Next.

The MCU Setup screen will display next.

MCU SETUP

Single

Codian MCU Bismarck

switch to MCU

Codian MCU Fargo

move

select a Template for this MCU

Codian MCU Template

cascade this conference using MCU

Codian MCU Fargo

cascade

MCU Capacity Information

Service Type	Name	Available	Used	Required	Total
H323	H323	100%	0%	2%	2%

update

General Conference Setup

Register with gatekeeper

☐

Pin

Streaming

none

H.239 enabled

Enabled

Layout control via FECC/DTMF

Enabled

Conference Layouts

4x4

Layout Detail

Default Conference Layout

☒

Participants

Set all rooms to:

Connection

Bitrate

itd2.bismarck - Bismarck-DCN Basement

connection setup type

Room Standby

personal bitrate

default

<< previous

off-network rooms

finish

To modify the Conference Layout (the way the endpoints will display on the screen), uncheck the **Default Conference Layout** checkbox.

Next, click the drop down menu of **Conference Layouts** and select from the many different options that are available.

Conference Layouts

1 and 5

Layout Detail

Default Conference Layout

☐

13

Other common Conference Layouts include the following:



\*\*\* Optional After selecting a custom layout option, you may want to add rooms into your conference that are located off of the state network.

### **Off-Network Rooms**

To add off-network rooms into your video conference, click on the off-network rooms button in the lower right-hand corner of the **MCU SETUP** screen.

▼ *Participants*

Set all rooms to:

**itd2.bismarck - Bismarck-DCN Basement**

connection setup type |

personal bitrate |

▶ << previous   ▶ off-network rooms   ▶ finish

After clicking on the **off-network rooms** button, the following screen will appear.

**OFF-NETWORK ROOMS**

*Select Off-Network Rooms*

Available Rooms:

- Fargodome Main Stage-VSX 8000 - Fargo
- Fargodome Room 204-VSX 7000 - Fargoc
- Fargo-NDSU IACC 422S - Fargo-NDSU IACC 422S
- Fargo SCCi - Fargo SCCi
- Fargo Skill & Technology FTTC 21 - Fargo
- Fargo VA Hosp - Fargo VA Hosp
- First Care Health Center - First Care Health Center

Selected Rooms:


- Fargo-NDSU IACC 204S - Fargo-NDSU IACC 204S

*Create and Edit Off-Network Rooms*

Click [here](#) to create a new Off-Network room.

Click [here](#) to edit this room (click a room to select): Fargo-NDSU IACC 204S - Fargo-NDSU IACC 204S

▶ next >>

If the off-network room has been previously created, it will appear in the **Available Rooms** box. Highlight the desired room and click the right arrow button  .

The room will appear in the **Selected Rooms** box and you can now click on Next.

If your desired room does not appear in the Available Rooms box, then a new off-network room will have to be created. Click the link to create a new Off-Network room.

**Create and Edit Off-Network Rooms**  
Click [here](#) to create a new Off-Network room.

The following screen will appear.

The screenshot shows a web form titled "OFF-NETWORK ROOMS" with a subtitle "Create and Modify Off-Network Rooms". The form contains the following fields and controls:

- Name:** Text input field containing "Fargo-NDSU VoTech #204".
- Room Group:** Dropdown menu showing "Off-Network Group".
- Requires Approval:** Dropdown menu showing "no".
- Device:** Dropdown menu showing "Off-Network Cloud".
- Bandwidth:** Dropdown menu showing "768".
- Network:** Dropdown menu showing "LAN(H323)".
- IP Address:** Text input field containing "172.235.89.131".
- Alias Name:** Empty text input field.
- Alias Type:** Dropdown menu showing "None".

At the bottom right of the form are three buttons: "new room", "save room", and "cancel".

Enter a descriptive name, select 768 for Bandwidth, and type in the correct public IP address for the new site.

Click **Save Room**. Then add new room into your conference.

Click Next.

The **MCU SETUP** screen will now show all internal and external network sites selected to participate in your video conference.

The screenshot shows the 'Participants' section of the MCU SETUP screen. At the top, there are two dropdown menus: 'Set all rooms to: Connection' and 'Bitrate'. Below these, two room configurations are listed. The first room is 'itd2.bismarck - Bismarck-DCN Basement' with a 'connection setup type' of 'Room Standby' and a 'personal bitrate' of 'default'. The second room is 'Fargo-NDSU IACC 204S - Fargo-NDSU IACC 204S' with the same 'Room Standby' setup type and 'default' bitrate. At the bottom of the screen, there are three buttons: '<< previous', 'off-network rooms', and 'finish'.

Click Finish.

The following **Reservation Summary** screen should now appear.

The screenshot shows the 'SUMMARY' screen with a toolbar at the top containing icons for navigation and actions. The main content area displays a reservation summary for a 'Reservation: new' with the title 'This is a test'. Below this, a table shows a 'Conf: new' with status 'REQUESTED - MCU:REQUESTED', dated '11/02/2007 05:19 PM', and links for 'detail' and 'remove'. At the bottom, there are three buttons: '<< previous', 'modify selected', and 'add instance'.

Click the floppy disk icon and select Validate.

This is a close-up of the validation menu that appears after clicking the floppy disk icon. It contains three options: 'Save Only', 'Validate Rooms Only', and 'Validate'. The 'Validate' option is highlighted.

A screen similar to the following will now display showing the conference has been validated and a Reservation and Conference ID number have been assigned.

The screenshot shows the 'SUMMARY' screen after validation. The reservation status has changed from 'REQUESTED' to 'VALIDATED - MCU:SENT'. The 'Reservation: 2236' and 'Conf: 20721' are now assigned. The date remains '11/02/2007 05:19 PM'. The 'detail' link is still present, but the 'remove' link has been replaced with a 'cancel' link. The bottom buttons remain the same: '<< previous', 'modify selected', and 'add instance'.

Process is complete.



**Maintenance Screen**

The Maintenance Screen allows the ability to add/drop rooms, extend end time and more while the conference is in progress.

Start by clicking on the Maintenance option in the left-hand menu bar.



Something similar to the following screen will display.

**CONFERENCE LIST** | below is a snapshot of activity the next several hours. Click on a conference to end, suspend or resume, modify the end time or add and drop rooms from the conference.

► refresh

	3-4	4-5	5-6	6-7
Conference #13876				
Conference #20721				

Key

☒ Requested

☒ Validated

☐ Cancelled

☒ In Prestart

☒ Suspended

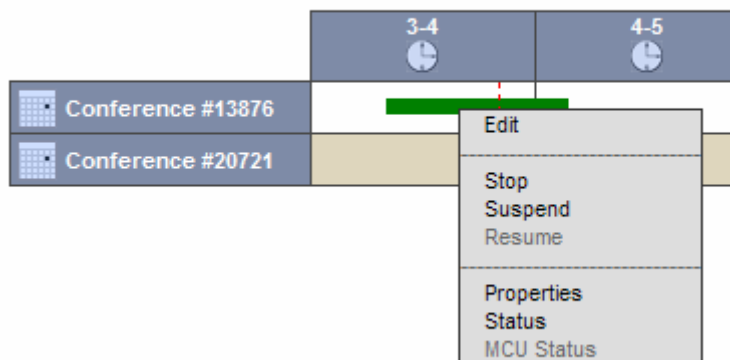
☒ Conflict

☐ Completed

☒ In Progress

☒ In Error

If you wish to edit the In Progress conference that you have scheduled, click the indicator bar on the Maintenance screen and the following pop-up menu should appear.



Select Edit and the following screen will appear.

EDIT CONFERENCE | modify conference parameters and click apply changes.

Adjust End Time

Start Date | 11/02/2007

End Date | 11/02/2007

Start Time | 03 : 20 PM

End Time | 04 : 09 PM

Duration | 00 : 49

Add / Drop Rooms

Available Rooms:

SEARCH

ac1.jamestown - Jamestown-Ann Carlson  
adm1.minot - Minot Admin Bldg-Admin Office  
alc1.minot - Minot-Adult Learning Center  
asoc1.bismarck - Association of Counties F  
asoc2.bismarck - Bismarck-AOC Conf Rm  
berg1.dickinson - Dickinson-Berg Elem Sch  
Bismarck-St Alexius Telemed Conf - Bismar

>>  
<<

Selected Rooms:  
NA-MPEG - Dickinson-DHS ITV Room POD 30  
NA-MPEG - Scranton Public Schools-HS Wes

Conference Network Parameters

apply

cancel

At this point you can enter a new end time to extend the duration of your meeting, or you may add or drop rooms from your conference by highlighting the name of the room and either clicking the right (add) or left (drop) arrows depending upon your preference.

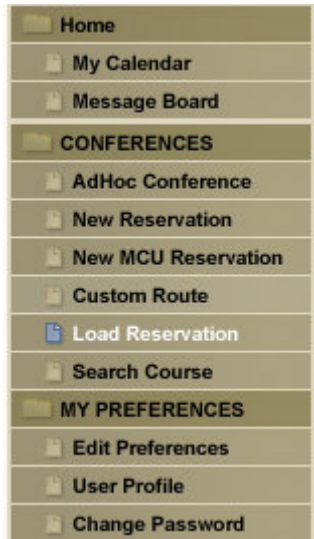
Click Apply for changes to take effect.

The Edit option may also be used to Stop a conference that has ended early and there is no need to have the video conference continue.

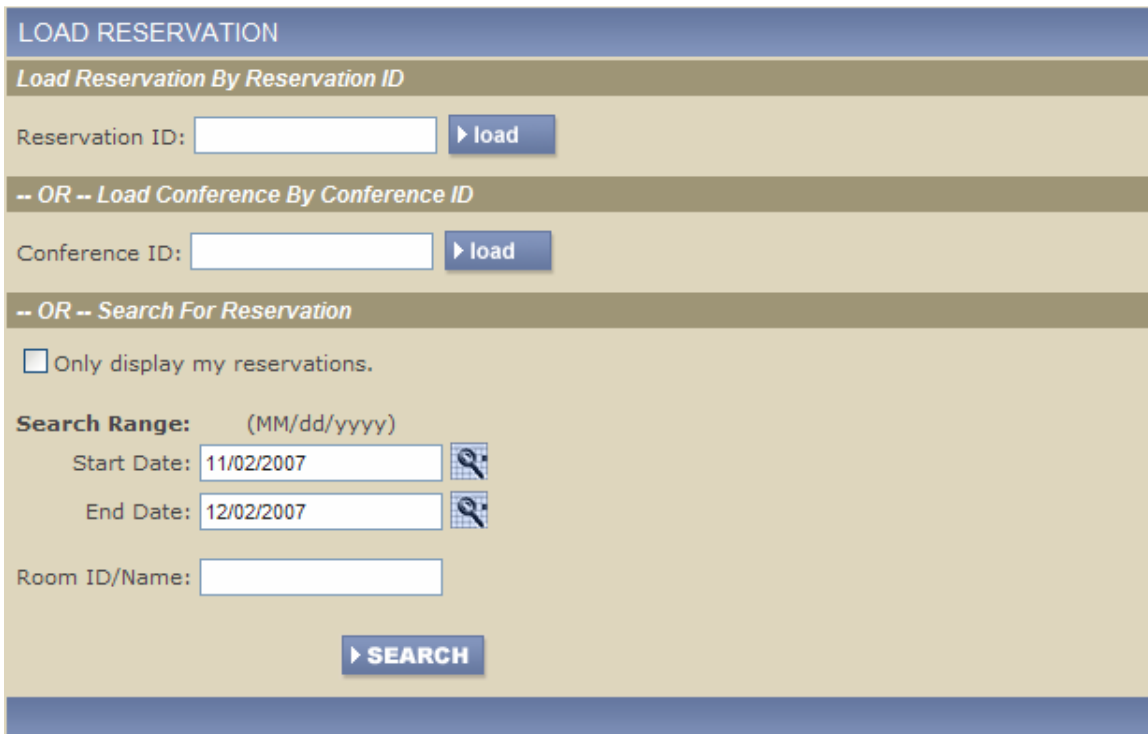
## Searching for Scheduled Video Conferences

To search for a video conference that you have scheduled click on the Load Reservation option on the left-hand menu bar.

### Load Reservation



The following screen will appear.

The 'LOAD RESERVATION' screen has a blue header bar. Below it, a beige section contains three search methods separated by horizontal lines. The first method is 'Load Reservation By Reservation ID' with a text input for 'Reservation ID:' and a 'load' button. The second method is 'Load Conference By Conference ID' with a text input for 'Conference ID:' and a 'load' button. The third method is 'Search For Reservation', which includes a checkbox for 'Only display my reservations.', a 'Search Range:' label with '(MM/dd/yyyy)' format, two date pickers for 'Start Date' (11/02/2007) and 'End Date' (12/02/2007), a text input for 'Room ID/Name:', and a 'SEARCH' button at the bottom.

If known, you may type in the Reservation or Conference ID and then click the Load button.

If the Reservation or Conference ID number is not known, you may click on the calendar icons and select an exact date or date range to search from.

If you are the person that scheduled the desired video conference, you may put a check mark in the box beside the option to display your reservations.

☒ Only display my reservations.


You can then either click Search or enter a particular Date Range to narrow the search.


After clicking Search, a screen similar to the following will appear.

Reservation ID	Title	Requestor
2171	Masters in CC	Stein, Barry
2236	This is a test	Stein, Barry

You can now click the Title of the video conference in order to load the reservation for editing.

SUMMARY

 **Reservation: 2236** Title: This is a test

☒  **Conf: 20721** VALIDATED - MCU:SENT Date: 11/02/2007 05:19 PM [detail](#) [cancel](#)

[><< previous](#) [modify selected](#) [add instance](#)

Put a check mark beside the desired conference that you wish to review/edit and then click Modify Selected.

You may now enter through the scheduling screens and edit the video conference.

Make sure to Validate once again after making changes.

## **Frequently Asked Questions (FAQ)**

1. **How do I get a login and password for Renovo?** Please call the Service Desk at 328.4470 or 877.328.4470 and provide your name and agency/consortium information to the technician. As a security precaution, ITD will call the contact person for your agency/consortium to verify that the request is valid and will then process the request and issue the password and login.
2. **What is a Point-to-Point call and how do I schedule one?** A point-to-point call is a call that involves only two endpoints. A point-to-point call is when one video endpoint calls another endpoint. In Renovo, these calls are scheduled using either the AdHoc Conference or the New Reservation features. See pages 5 and 7.
3. **What is the difference between an AdHoc Conference and a New Reservation?** An AdHoc Conference is a point-to-point conference that is launched immediately. A New Reservation is a point-to-point conference that may be scheduled to start in the future. A New Reservation may also be a reoccurring conference as opposed to the AdHoc conference which is a one-time event.
4. **What is an MCU?** An MCU is a **M**ulti-point **C**ontrol **U**nit or is also known as a bridge. The MCU is a piece of hardware that allows the ability to schedule multiple endpoints in the same video call.
5. **What is a Multi-point call and how do I schedule one?** A Multi-point call is a call that involves three or more endpoints. A Multi-point call can be scheduled by clicking New MCU Reservation on the left-hand menu bar. See page 10.
6. **Why do I have to click on Add Date when it's already showing me the right date on the screen?** By clicking on Add Date, you are accepting the date shown on the screen and adding it to your reservation. It is a necessary step to finalize the date in your reservation.
7. **What is Room Approval used for?** Room Approval is used to restrict the use of your rooms by an outside consortium or agency without your approval.
8. **Why do I get the Approval Required message when scheduling conferences?** You do not belong to the authorization group that can approve use of the room you have selected. The Renovo software will automatically send an e-mail request to the authorization group on your behalf when you select a room that needs approval.
9. **How do I add new rooms to be scheduled?** New rooms can be added by calling the Service desk at 328.4470 or 877.328.4470. A technician will help with your request and enter the data into the system on your behalf. It will be necessary to have the name of the room and IP address ready before calling the Service Desk.

10. **What is an off-network room and how do I add one?** An off-network room is a room that is not in your Favorite Rooms selection in the Edit Preferences screen. An existing or new off-network room can be added to an event while scheduling a conference in the New MCU Reservation function. See page 14.
11. **How do I cancel a New MCU reservation I notice to be in error before I click Finish to end?** Click on any button on the left-hand menu bar and a message will appear that reads “There are unsaved changes in the reservation. Are you sure you want to continue?” Click “Yes”.
12. **How do I cancel an MCU reservation that I have already finished and validated?** Use the “Load Reservation” function to search on the event. If known, you can use either the Reservation Number or Conference ID to locate your event. If those numbers are not known, you can use a specified date range to locate your event or check the “Only display my reservations” box. Once the Reservation ID is displayed, click anywhere on that line to open the reservation. Click the red underlined word that reads “cancel” for the particular conference ID that you wish to terminate. If you click the icon in the upper right-hand corner that looks like the letter “X”, you will get the prompt that reads “Do you want to cancel the entire reservation?” Select either Yes or No depending upon your preference.
13. **What is the difference between a Requested and a Validated reservation?** A Requested reservation has been entered and saved in Renovo but has not gone thru the final validation step. Renovo’s final step is to Validate the reservation in the scheduling system to reserve the necessary resources for the video conference. Video conferences that have been Validated will display as either Validated – MCU: Sent or Validated – MCU: Ready to Send.